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Fire Risk Assessment Review

Prepared for

Radyr and Morganstown Community Council, Old Church Rooms, Park Road, Radyr, Cardiff. CF15 8DF

Assessor: Mike Benson
24th July 2025

OVERVIEW

Responsible Person – Community Council Leader

This is a review of the Fire Risk Assessment carried out in August 2022 following a significant change in the layout of the building, specifically the installation of a passenger lift running between the ground and first floors.

This review should be read in conjunction with the original Fire Risk Assessment and will help you to comply with the Regulatory Reform Order (Fire Safety) 2005.

Means of Escape

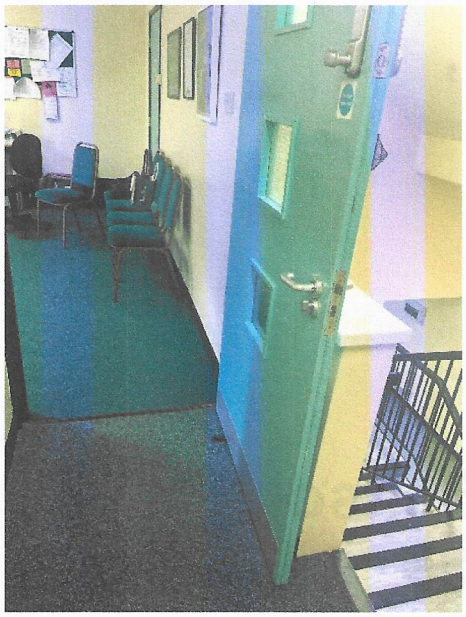
1. Final fire exits.

All final fire exit doors opened correctly, and external fire exit routes are clear.
All fire exit routes were clear and unobstructed throughout the premises.

2. New Passenger Lift

The installation of a passenger lift to enable persons with a disability / wheelchair users to access the first floor has been installed.
The lift exits onto the first floor into the protected stairwell and therefore all fire doors opening onto the protected stairwell should always be kept closed.
(Doors to be kept closed: Castle Room, Server Room, First Floor Kitchen, Administration Office, Boiler Room, Weir Room, and doors to main foyer)

At the time of the visit the door to the administration office was wedged open.



The fire door should always be kept closed.

It was also mentioned that the fire doors to the First Floor Kitchen, Weir Room and Main Ground Floor Kitchen are sometimes wedged open.

If any doors need to be open for access or ventilation purposes, then it should be fitted with an automatic closer that operates on activation of the fire alarm. (This could be linked into the fire alarm or a stand-alone device such as a Dorgard fitted).

In the event of a fire the passenger lift automatically returns to the ground floor leaving any person with a disability / wheelchair user unable to use the lift.

The head of the protected stairwell would give a refuge for 30 minutes (as long as all fire doors are kept closed) from a fire in any other area and potentially up to 60 minutes if the Castle room could be used. (unless the fire broke out in the Castle Room). This may give the Fire & Rescue Service time to attend the incident.

In order to evacuate persons with a disability / wheelchair users, it is recommended that an Evacuation Chair be installed outside the Castle Room in the protected stairwell.
Staff and Church Room users should be trained in the use of the Evacuation Chair.

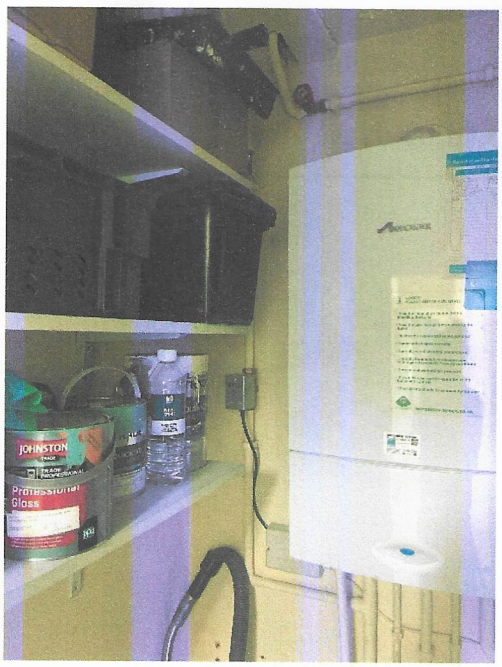
Sources of Ignition

1. Smoking

Smoking is not permitted in any area of the premises.

2. Heating Appliances

The boiler room is situated on the ground floor. The boiler has been maintained however the room is being used to store flammable paints and white spirit.



The boiler room should not be used to store any flammable or combustible materials.

Flammable and combustible materials should be stored safely away from any potential ignition source preferably in a designated flammable liquid cabinet.

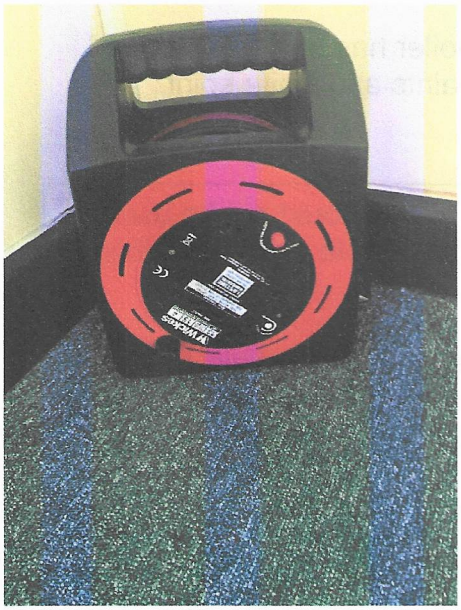
The boiler should be regularly maintained in accordance with manufacturer's recommendations and records kept.

3. Electrical Equipment

The distribution board in the boiler room was seen with the cover open which could lead to accidental damage.

Ensure that the distribution board cover is kept closed.

There is a 15m coiled extension lead in the castle room which has been used to connect equipment used for presentations. A coiled extension lead can overheat.



The extension lead should be removed.
There are fixed sockets available. If extension leads are required, then short lengths should be used.

Fire Safety Management

1. Fire safety checks.

Ensure regular fire safety checks of alarms, extinguishers, escape routes, housekeeping etc. are carried out by trained nominated personnel i.e., Fire Marshals and that records are kept of any faults and remedial action.

2. Fire plan drawings.

Review and update the fire plan drawings to include the new Passenger Lift.

3. Building services

Ensure all isolation switches and valves (for gas, electricity, water) are identified with adequate signage.

4. Fire safety plan.

Implement a fire safety plan. The plan should be reviewed to include the new Passenger Lift and updated regularly and after any incident or change of personnel.

5. Fire evacuation drills.

Carry out a fire evacuation drill every six months and document within the fire log book.
Ensure Fire Assembly Points are clearly identified to avoid confusion.
A register of all staff and visitors to the site should be kept so that everyone can be accounted for in the event of an incident.

6. Training

Ensure that nominated staff and building users receive training in the use of an Evacuation Chair and adequate basic fire awareness training that includes practical use of firefighting equipment and that records are kept.

7. Record keeping

Use a fire logbook to record all aspects of fire such as training and maintenance and keep all records together in one place.

Conclusion

The building is generally in a good state of repair and general housekeeping of a good standard.

The installation of the new Passenger Lift requires staff and building users to be aware that persons with a disability / wheelchair users will need additional consideration should a fire occur.
Fire doors should always be kept closed and training in the use of an Evacuation Chair should be given.

As with most things there is always room for improvement. It is people's acts and omissions that result in fires starting, injuries and legal actions. For example, propping open fire doors and storing equipment on escape routes.

Fire safety awareness training can be used, but most importantly the use of regular fire safety tours by staff would help to ensure that room users are aware of their fire safety obligations.

Regular fire safety tours should check escape routes, fire doors, firefighting equipment, and general housekeeping. The findings of safety tours should be communicated to all staff and room users so that best practice can be developed and adhered to.

The control measures outlined will enable you to reduce the risk of a fire starting, restrict fire spread, enable safe evacuation, and reduce the risk to life and property.

The above findings have been identified during a Fire Risk Assessment Review and should be read in conjunction with the original assessment undertaken in 2022.

M. Benson

Mike Benson
Fire Risk Assessor
Prodem Fire & Safety Ltd.

Fire Industry Association

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